**Briana Whitehead**

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Education **Beloit College**, Beloit, Wisconsin

Bachelor of Arts: Environmental Studies, May 2013

Cumulative GPA: 3.5

Honors:

Dean’s List: Fall 2009, Fall 2010, Spring 2010, Fall 2012

Beloit College Eaton Scholarship (merit based): 2009-2013

Work **Oregon Health and Science University**, Portland, Oregon

Experience Administrative Intern,Anesthesiology & Perioperative Medicine Department, May 2012 – August 2012

* Accessed patient history in EPIC to confirm the administration of anesthetics for billing purposes
* Wrote a scope of work proposal for upcoming educational project
* Categorized 30 anesthesia residents’ daily assignments over three fiscal years and compiled into a comprehensive spreadsheet
* Performed various daily and weekly administrative duties such as filing accounts payable, employee, and patient records and entering anesthesia intern evaluations into an Excel spreadsheet

**Beloit Environmental Studies Department**, Beloit, Wisconsin

Assistant to Department Chair: October 2011 – December 2011

* Wrote bi-monthly Environmental Studies newsletter sent to all Environmental Studies students
* Updated internship and graduate opportunities bulletin board

**J VanSickle Company**, East Tawas, Michigan

Jr. Consultant: January 2011 – July 2012

* Provided help desk support for product and shipping problems via online and telephone communications
* Oversaw transcription projects for client: corresponded with transcriptionist and edited, formatted, and branded content for final approval
* Created and formatted educational worksheets based on client’s business development book for the related business coaching program
* Uploaded and organized client documents in online storage services such as Amazon S3 and Box.net
* Performed various administrative duties such as updating databases and clearing client email accounts of spam

**Kids Discovery Museum**, Bainbridge Island, Washington

Front Desk Attendant, May 2009 – August 2009, Volunteer, February 2007-May 2009

* Received and greeted visitors politely to promote a positive experience of the museum
* Managed annual attendance and zip code databases used to report the museum’s outreach
* Promoted and sold museum memberships and programs and registered individuals for camps

SKILLS Proficient with Microsoft Office: Word, Excel, PowerPoint, Publisher & Outlook

Client relations management & project management systems: Central Desktop, Highrise/Basecamp

Customer service skills

Document creation/formatting: Nitro PDF

Content proofing/editing

Verbal and written communication skills

Organizational skills